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for
INFORMATION AND FORMS PACKET
for
LMFT APPROVED SUPERVISOR
LMFT SUPERVISOR OF SUPERVISION
and
LMFT SUPERVISOR IN TRAINING

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INFORMATION AND FORMS PACKET
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I. APPLICATION INSTRUCTIONS

- A. General Statement: The ABEMFT desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only. Incomplete applications will be returned to you. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your application. Make all checks payable to ABEMFT and send to:

ABEMFT
P.O. Box 240066
Montgomery, AL 36104

- B. Application Information: A General Information Form MFT 1 must accompany this application. Applications must be typewritten or printed in ink and must be legible. Complete the entire application. **Leave no space blank.** If a particular question(s) or request for information does not apply to you, put a short line in the blank space to indicate the question has received your attention. Failure to supply necessary information may result in denial of application.

Your full name, social security number, and date of birth are essential for identification purposes. Please supply this key information. There is space for two addresses on the application, a public mailing address and a restricted use address. The public mailing address is the address where the Board will send all mail. The restricted use address is the street address where you reside and is not public information, unless it is the same as your public mailing address.

II. REQUIREMENTS FOR LMFT APPROVED SUPERVISOR

- A. Requirements: LMFT Approved Supervisor requirements can be found in Section 536-X-4-.04 of the Rules and Regulations of the ABEMFT.

- B. Supporting Documents for LMFT Approved Supervisor: A complete Application for LMFT Supervisor Designation – Form SUP 5 for LMFT Approved Supervisor including all applicable supporting documents. (Also see LMFT Approved Supervisor Checklist Form SUP 4).

- C. Standard Track:

1. Official documentation of completion of at least two (2) semester hours or 30 clock hours of instruction in the theory, practice, and process of supervision. The documentation must include a detailed description of the supervision course or applicant must submit a written description of course/workshops.

2. A completed Record of Supervision of Supervision Form – SUP 6 documenting completion of a minimum of 180 hours of MFT supervision to two (2) or more supervisees concurrent with the completion of at least thirty-six (36) hours of Board approved supervision of supervision over a period of not less than 18 months and not more than 3 years.

3. Submission of a philosophy of supervision and a supervisory case study that is determined by the Board to indicate familiarity with and integration of the current models of marriage and family therapy and supervision into a cogent approach to MFT supervision.

III. REQUIREMENTS FOR LMFT SUPERVISOR OF SUPERVISION

- A. Requirements: LMFT Supervisor of Supervision requirements can be found in Section 536-X-4-.05 of the Rules and Regulations of the ABEMFT.
- B. Supporting Documents for LMFT Supervisor of Supervision includes: a complete Application for LMFT Supervisor of Supervision – Form SUP 8 for LMFT Supervisor of Supervision with all applicable supporting documents (Also see LMFT Approved Supervisor of Supervision Checklist – Form SUP 7), and a certification statement that the applicant has completed a minimum of 100 hours of supervision beyond that required to become an LMFT Approved Supervisor. (A minimum of 180 hours of MFT supervision to two (2) or more supervisees is required to become an LMFT Approved Supervisor.)

IV. REQUIREMENTS FOR LMFT SUPERVISOR IN TRAINING

- A. Requirements: LMFT Supervisor in Training requirements can be found in Section 536-X-4-.03 of the Rules and Regulations of the ABEMFT.
- B. Supporting Documents for LMFT Supervisor in Training are: a complete application for LMFT Supervisor in Training Form SUP 9 including all applicable supporting documents. Verification that applicant has completed a minimum of four (4) years post-degree full time (30 or more clock hours per week) MFT work experience or the equivalent part time work experience, and submission of a completed Supervision of Supervision Agreement – Form SUP11.

V. ADDITIONAL IMPORTANT INFORMATION REGARDING RESPONSIBILITIES AND GUIDELINES FOR LMFT APPROVED SUPERVISOR, LMFT SUPERVISOR OF SUPERVISION, AND LMFT SUPERVISOR IN TRAINING

- A. The LMFT Approved Supervisor, LMFT Supervisor in Training, and LMFT Supervisor of Supervision Designations: are patterned after similar designations of the American Association for Marriage and Family Therapy (AAMFT). Therefore, the following information obtained from AAMFT has been modified and is included as

guidelines for preparation of documentation and for the provision of supervision.

The Approved Supervisor designation identifies those professionals who have met the educational, experimental, and supervisory training requirements to supervise marriage and family therapists. Approved Supervisors are professionals with a breadth and depth of MFT clinical and supervisory experience. They are involved in the professional MFT community and are committed to refining their clinical and supervisory skills. Approved Supervisors are mentors who respect, support, and nurture supervisees' resources and strengths in learning environments conducive to professional development. Approved Supervisors may work from a variety of MFT theoretical approaches and may practice supervision in many ways. However, all Approved Supervisors must work from a systemic orientation.

- B. Approved Supervisor Learning Objectives: The training program for Approved Supervisors involves meeting learning objectives as described below. Approved Supervisors must:
1. Be familiar with the major models of MFT and supervision, in terms of their philosophical assumptions and pragmatic implications.
 2. Articulate a personal model of supervision, drawn from existing models of supervision and from preferred styles of therapy.
 3. Facilitate co-evolving therapist-client and supervisor-therapist client relationships.
 4. Evaluate and identify problems in therapist-client and supervisor therapist-client relationships.
 5. Structure supervision, solve problems, and implement supervisory interventions within a range of supervisory modalities (for example, live and videotaped supervision).
 6. Address distinctive issues that arise in supervision of supervision.
 7. Be sensitive to contextual variables such as culture, gender, ethnicity, and economics.
 8. Be knowledgeable of ethical and legal issues of supervision.
 9. Be aware of the requirements and procedures for supervising MFT Interns and MFT Associates.
- C. Options for Completing the MFT Supervision Course: Since not all applicants for the LMFT Approved Supervisor designation will find formal courses in MFT supervision available locally, the ABEMFT encourages creativity on the part of LMFT Approved Supervisors, training programs, and applicants to meet this requirement. Some suggestions include:
- Completion of MFT Supervision workshops offered through the AAMFT, ALAMFT or other division conferences. The course must be taught by an approved supervisor.

- Completion of the AAMFT Supervisor course offered each August at the AAMFT Summer Institutes.
- Completion of a correspondence course in MFT supervision. (Contact AAMFT Supervision Department for further information).
- Completion of an independent study course in MFT supervision with an Approved Supervisor. If this option is used, the applicant and the Approved Supervisor must meet at least five times in learning sessions over the course of three to five months. Up to three applicants can participate in one such independent study course. An outline for the independent study must be submitted to the ABEMFT Board which addresses the previously identified Approved Supervisor Learning Objectives.

VI. GUIDELINES FOR COMPLETING WRITTEN MATERIALS

The materials should demonstrate a clear connection between theory and practice. The philosophical and theoretical assumptions about supervision should be related to your practice of supervision. There should also be evidence that you conceptualize treatment and supervision within a systemic orientation. You should correctly use all concepts and terms and include correct references to the literature. A recapitulation of the goals, theory, and rationale that guide them of a specific MFT model of supervision should be avoided.

Page limits are enforced. An applicant who exceeds them will have the written materials returned for revision. Materials should be typed, using a font no smaller than ten characters per inch and one inch margins.

- A. Supervision Philosophy Statement: (Maximum of three single-spaced, typewritten pages). Describe your assumptions and guiding theoretical principles in this report by specifically demonstrating:
- That you think about treatment and supervision in relational terms (for example, in terms of patterns, sequence, context).
 - That you are aware of patterns and sequences of replication at various system's levels (for example, interconnection and interrelationships of the individual, family, therapist, supervisor, and context of training).
 - That you understand MFT supervision literature by citing recent articles, chapters, and/or books, and how your supervision philosophy methods of supervision relate to the current MFT supervision literature.
 - Your theoretical orientation by articulating your philosophies of therapy and supervision as well as the connection between them.
 - That you are sensitive to the multilevel implications of developmental, biological, socio-cultural, gender, and family of origin issues.
 - The ways in which personal values, beliefs, life experiences, and theoretical assumptions impact upon your philosophy and practice of supervision.

- Your theoretical consistency, whether from one prominent model or from an integrative perspective. If the latter, demonstrate a logical integration of models.
- Your rationale for the choice of supervisory methods and how the methods facilitate achievement of supervision goals.

B. Supervision Case Study: (maximum of three single-spaced, typewritten pages) This report illustrates your philosophy of supervision by describing a supervisory experience with one therapist. The case study should show that the way you think about therapy and supervision is correlated with the way you actually provide supervision. Do not name or identify the therapist in this description. Describe the following:

- Your awareness of the influence of external systems on the supervision of the therapist (for example, limitations, resources).
- Characteristics of the setting where supervision was provided (for example, audio equipment, video equipment, one-way mirror).
- Contextual (ethnic, culture, gender, sexual orientations, etc.) considerations you used when supervising this therapist.
- The origins of the supervisory relationship demonstrating that you negotiated a clear contract for supervision.
- The therapist's skill level at the time that supervision began and your assessment of the interpersonal style of the therapist.
- The structure of the supervision process, specifically delineating your goals and objectives.
- Your efforts to maintain clear and appropriate professional boundaries and ethical behavior.
- Your supervisory intentions that created a supportive learning environment and fostered the development and creativity of the therapist rather than fostering limitation within the supervision.
- The steps you took to assume appropriate responsibility for facilitating change in the therapist and various methods you used to foster development.
- The stages of development of the therapist and the way you tailored supervision to match each, stage.
- How you evaluated the progress of supervision, including changes that occurred in the therapist and clients. The therapist's current abilities and the recommendations you made for his or her future development as a supervisor.
- Your own development as a supervisor. Evaluate the procedures you used and identify the actions you will take to promote your future development as a supervisor.

VII. FURTHER RESPONSIBILITIES AND GUIDELINES FOR APPROVED SUPERVISOR, SUPERVISOR IN TRAINING, AND SUPERVISOR OF SUPERVISION.

LMFT Approved Supervisors, Supervisors in Training, and Supervisors of Supervision are bound by the ABEMFT Ethics and Standards of Conduct for Marriage and Family Therapists. The following are further responsibilities and guidelines as developed by AAMFT.

- A. Advertising: Approved supervisors may advertise their designation in the yellow pages and on business cards, stationary, etc., provided these conform with the ABEMFT Ethics and Standards of Conduct. An example of an appropriate listing is “LMFT Approved Supervisor”. The designation may also be listed by Approved Supervisors in programs, registers, professional journals, and newsletters. The designation must not be represented as an advanced clinical status.

Supervisors in Training may not list their status in the yellow pages, on business cards, stationary, in programs, registers, journals, etc. The training status may be listed only on resumes and only if it is clear that the individual is not an LMFT Approved Supervisor, but is in training for the designation. It should not be assumed that the designation will be awarded. The use of the Approved Supervisor designation should not be used until the applicant officially receives the designation. If Supervisors in Training need to contact prospective supervisees to offer supervision, the communication should be clearly intended for marriage and family supervision, not therapy. The focus in the advertisement should be the fact that quality training is assured for the supervisee because the Supervisor in Training is under ongoing supervision by a Board Approved Supervisor.

- B. Characteristics of Marriage and Family Therapy Supervision: Supervision of marital and family therapy is expected to have the following characteristics:

- Face-to-face interaction with the supervisor, usually in periods of approximately one hour each on at least a weekly basis.
- Based on an integration of marriage and family therapy clinical and supervision constructs.
- A formal learning contract between supervisee and supervisor that is both academic and clinical and that defines the learning process.
- If availability of supervisors permits, the experience should include at least two supervisors with diverse family therapy theoretical orientations.

The following characteristics are not acceptable as clinical supervision:

- Peer supervision, i.e., supervision by a person of equivalent, rather than superior, qualifications, status and experience.
- Supervision by current or former family members or any other person where the nature of the personal relationship triangulates the professional relationship.
- Administrative supervision (i.e. clinical practice performed under administrative rather than clinical supervision by a director or executive director).
- A primarily didactic process wherein techniques or procedures are taught in a group setting, classroom, workshop or seminar.
- Consultation, staff development or orientation to a field program, or role-playing of family interrelationships as a substitute for current clinical practice in an appropriate clinical situation.

- C. Supervision for the LMFT: LMFT Approved Supervisors, Supervisors in Training, and Supervisors of Supervision may supervise MFT Interns and MFT Associates. When a supervisor in training provides the supervision, he/she must obtain ongoing supervision of supervision.

A supervisor must not supervise his or her family members, former family members, clients in therapy, or any other person with whom the nature of the relationship prevents or makes difficult the establishment of a professional supervisory relationship.

Supervisors are responsible for an initial screening to evaluate the trainee's knowledge of systems theory, family development, special family issues, gender and cultural issues, systemic approaches and interventions, human development, human sexuality, and ethical responsibilities.

A contract should be developed for the supervision which delineates fees, hours, time and place of meetings, case responsibility, caseload review, handling of suicide threats, other dangerous clinical situations and so forth. This contract is in addition to the LMFT Supervisor of Supervision Form – MFT 8. Supervisors should recognize their legal responsibilities for cases seen by supervisees. The supervision fee is a function of the contract between supervisors and trainees, including amounts and collection procedures. Fees should be in keeping with the community standards. Approved Supervisors are encouraged to commit a portion of their supervision practice to providing pro-bono or reduced fee supervision to deserving supervisees.

The major emphasis on supervision should be on the trainee's work with marriage/couple and family process whether the trainee is working with individuals, couples or families. During the supervision session, the trainee's cases, not the supervisor's are to be discussed.

To count toward licensure, individual supervision must be limited to one or two trainees in face-to-face sessions with the supervisor. Group supervision must be limited to six supervisees. Trainees in group supervision sessions may not count the time as individual supervision when providing therapy while the supervisor and a group are observing the therapy. The ratio of supervision hours to direct client contact hours must be at least 1:5 for MFT Interns and 1:10 for MFT Associates. Record of the supervision and direct client contact should be maintained by the supervisee and reviewed periodically by the supervisor.

The progress of trainees should be periodically reviewed according to pre-determined supervisory goals, and evaluations should be shared and discussed with trainees. Should a supervisor develop significant concerns about the abilities, philosophical beliefs, or practices of a trainee, the concerns must be shared with the trainee and documented in writing as early as possible.

Supervisors do not disclose trainee confidences except in limited circumstances described in the Ethics and Standards of Conduct for

Marriage and Family Therapists [Chapter 536-X-8 of the Rules and Regulations]. Supervisors and trainees must have a clear understanding about responsibility for evaluations as well as specific details about how the evaluations will be shared.

Supervisors must provide supervision reports as needed by trainees, such as those required for MFT licensure (see for MFT 10). The supervisor's signature on the form verifies the accuracy of the information reported, so the supervisor is responsible for ensuring that the trainee has actually completed the clinical and supervision hours reported.

- D. Supervisor's role with regard to MFT licensure: Supervisors must ensure that they are familiar with current LMFT requirements. Since applicants for MFT licensure must meet standards in place at the time of their application, the supervisor should encourage them to apply for the MFT designation for which they are currently qualified (MFT Intern or MFT Associate). By doing so, supervisors and trainees will know exactly what additional requirements must be met in order for the trainee to obtain MFT licensure.
- E. Supervising for the LMFT Approved Supervisor Designation (Role of the Supervisor-of-Supervision). Approved Supervisors must have provided a minimum of 100 hours of supervision beyond that required to become an LMFT Approved Supervisor before they can provide Supervision of Supervision to Supervisors in Training.

The Supervisor of Supervision is responsible for an initial screening to evaluate the prospective Supervisor in Training's familiarity with the important literature in MFT, theories of supervision, supervision practice, and professional ethics. Supervisors in training should be able to effectively apply a systemic perspective. Before prospective Supervisors in Training submit the Supervision of Supervision Agreement – Form SUP 11 to the ABEMFT, they and their Supervisors of Supervision should review the requirements for becoming an Approved Supervisor, should verify that the candidate meets the prerequisites for becoming a Supervisor in Training, and have an adequate plan for meeting the application requirements.

A contract should be developed which delineates fees, hours, time and place of meetings, case responsibility, caseload review, handling of suicide threats and other dangerous clinical situations, and so forth. The schedule of meetings should be such that supervisors in training are able to complete the requirements in the time limits for the LMFT Approved Supervisor. The supervision of supervision fee is a function of the contract between Supervisors of Supervision and Supervisors in Training, including amounts and collection procedure. Fees should be in keeping with the community standard. Supervisors of Supervision are encouraged to provide supervision to deserving Supervisors in Training on a pro bono or reduced fee basis.

Supervision of Supervision is expected to have the following characteristics:

- It must focus primarily on live or audio taped sessions of supervision and therapy.
- It must include no more than two Supervisors in Training at the same time.
- It must consist of face to face interaction with the supervisor, usually in periods of one hour each.
- The major emphasis should be on the development of the supervisor in training's supervisory skills as opposed to an exclusive focus on clinical skills.

Work supervised is to be conducted in appropriate professional settings with adequate facilities. Supervisors of Supervision must be available to the Supervisors in Training in emergency situations or arrange in advance for a colleague to provide emergency supervision of supervision.

Supervisors of Supervision must evaluate and provide regular feedback to Supervisors in Training about progress, strengths, and areas in which professional development are needed. It is recommended that after half of the required hours of supervision of supervision have been received, Supervisors of Supervision conduct a mid-term evaluation. Any concerns that could affect the Application for Approved Supervisor should be documented, along with a proposed plan to address them, and both should be shared with Supervisors in Training. Supervisors of Supervision and Supervisors in Training must have a clear understanding about the responsibility for evaluations and reports as well as specific details about how they will be shared.